eBreviate Case Study 1

Course Description:

The purpose of this training program is to help you become familiar with using the eBreviate application by introducing you to some of the basic components of the tool while constructing a basic event.

This training will be primarily self-paced. It includes tutorial information on the use of the eBreviate tool and hands-on exercises to allow you practice the information discussed.

Audience:

Professionals responsible for writing Request for Proposals (RFPs) and/or responsible for inputting an already written RFP into the esolicitation system.

Objectives:

At the completion of this training course, you will be able to do the following:

- **Create a new event.**

- **Enter the following information about an event:**
  - **Attributes**
  - **Currency**
  - **Respondent Agreements**
  - **Evaluation**

- **Add sections**

- **Add formatted text to an event**

- **Add subsections**

- **Add data table questions**

- **Copy data table cells, rows, columns**

- **Add Yes/No questions**

- **Add multiple choice checkbox questions**

- **Add multiple choice radio questions**

- **Add simple text, multi-line questions**

- **Add a downloadable file**

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- **Add a pricing table**
- **Add the following to a pricing table:**
  - **Items**
  - **Description Column**
  - **Quantity Column**
  - **Bid Component Column**
- **Add participants**
- **Send and view messages via the Communication Center**
- **Post an event**

Prerequisites:

None

To register for this course, click this link: Learning Management System (LMS)